

## INSTRUCTIONS FOR FILING MOTIONS

- STEP 1    Type in all applicable information on the form then print, sign, and file with the Court.
- STEP 2    To file, you must submit the completed form to the Court by mail or in person.
- STEP 3    **If filing in person**, bring the completed form to the Court, date stamp it and drop it in the drop box at the Self-service Center in the Court lobby. The Judge's ruling will be returned to you by mail (If filing a criminal motion, a copy must be submitted to the Prosecutor's Office also).
- If filing by mail**, send the original to the Scottsdale City Court at 3700 North 75<sup>th</sup> Street Scottsdale, AZ 85251. The Judge's ruling will be returned by mail (If filing a criminal motion, a copy must be sent to the Scottsdale City Prosecutor's Office at 3700 North 75<sup>th</sup> Street Scottsdale AZ 85251).



SCOTTSDALE CITY COURT • 3700 N. 75<sup>th</sup> Street • Scottsdale, AZ 85251 • 480-312-2442

STATE OF ARIZONA  VS.  _____ Name _____ Address _____ City _____ State _____ ZIP _____ _____ Telephone	Case #:   Complaint #:	Motion to:   Motion filed by:
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Failed to appear date (court date missed):

Missed Court Date (mm/dd/yyyy)

Next Court Date:

Hearing Type

Court Date  
(mm/dd/yyyy)

Time  
(hh:mm)

Courtroom

Describe why you are requesting the Court to consider the following motion:

**UNDER PENALTY OF PERJURY, I declare that I have examined the above statement(s) made by me and to my knowledge and belief, each and all are true and correct.**

Without admitting responsibility, I hereby acknowledge receipt and waive service of the summons for this case to avoid unnecessary costs of service to me.

Date

\_\_\_\_\_  
Signature